

lowAccess Project 7 Team Meeting
IDED Conference Room, Des Moines
December 10, 1997, 10:00 a.m.

Meeting Summary

Members Present:

Roger Halvorson, Co-lead
Leon Schwartz, Co-lead
Bob Cecil
Cheryl Eftink
Linda King
Terry Martin
LD McMullen
Ronald Nielson

Staff:

Arlinda McKeen, SPPG
Abby Dickey, American Computer Services, Inc.
Ann Henricks, American Computer Services, Inc.
Jeff Veverka, American Computer Services, Inc.

Co-lead Leon Schwartz began the December 10 lowAccess Project 7 meeting with self-introductions. Schwartz reviewed the process used to evaluate and select the contractor for Project 7. Team members were provided an opportunity to read and evaluate each proposal. Because of a short turnaround time, the responsibility for the selection fell to the co-leads. They independently rated each proposal. American Computer Services, Inc. (ACS) was selected as the contractor.

Staff from ACS gave a presentation that provided an overview of their company and the project as they see it at the outset. ACS will emphasize the benefits of the project throughout the implementation and encouraged ongoing team input through questions and feedback.

ACS reviewed the electronic, intergovernmental BLIC, Regulation Guide, and Professional Licensing components of the project, which allowed for discussion among team members and contractor staff. The difference between laws and rules/regulations was pointed out. The team will need to address the scope of the Regulation Guide in this area. There is feeling by some members that laws should also be included to some degree, particularly at the state level. The importance of inclusion of intergovernmental information in the Regulation Guide was highlighted, with discussion of involvement of the regions in this process. Both ACS staff and team members want the resulting system to be both user-friendly

and easy to update. Ensuring the right people are involved in developing this guide is critical.

Halvorson outlined some of the complexities and barriers in the current professional licensing processes. Next week representatives of all the involved Boards will meet and discuss many of these issues. The expectation is that the Professional Licensing process will be streamlined so that electronic renewal can be incorporated. Team members recognize that increased ease and access for professionals will be valued, even though the current system works quite well. A benefit of increased customer access will be added by ACS to this component of the project in their documentation.

Other comments and discussion included:

- A separate electronic filing project is under consideration by Department of Commerce to address the need to keep current files on each professional.
- The DNR Environmental Permitting project has a link with Project 7 if that project proceeds to issue electronic air permits, and the contractor will need to have communication with that project.
- It would be valuable to have uniform application processes for a number of professional licenses.
- Continuing education also holds potential for electronic records and tracking. It is important that the continuing education recordkeeping and tracking advance parallel to the licensing process since approval for license renewal is often dependent on continuing education.
- This will be a central system that will link with other systems, which has impact on the design of the professional licensing component.

ACS views Project 7 as three separate projects. There are a lot of tasks, but they are not difficult tasks. A critical need is to pull together the right people and organizations to aid in the design. ACS outlined the project methodology (see handouts). ACS emphasized their need for time commitment from many people over the next few weeks to clearly define the business requirements. In a review of the Project Organization slide, team members suggested developing a matrix of federal, state, and local entities as well as whether the entity is a consumer or provider.

Dickey distributed a Roles and Expectations form to seek information from team members about their interests and expertise. Team members were asked to complete the forms for themselves and others who should be participating in the project design and return them to Ann Henricks by Wednesday, Dec. 17.

Leon Schwartz announced that the BLIC has a new toll-free fax-back number: 888-229-9210.

The team suggested that the chairs determine the need for the full team to meet in January. The contractor will be bringing together the three subgroups for work sessions over the coming few months. The meeting adjourned at 11:40.